

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in seeking an internship position with [Company/Organization Name] as part of my [degree program/field of study] at [Your University/College Name]. I am eager to gain practical experience in [specific area or industry] and contribute my skills to your esteemed organization.

During my studies, I have developed a strong foundation in [relevant skills or subjects] and am particularly drawn to [specific projects, values, or aspects of the company]. I believe that an internship at [Company/Organization Name] would provide me with the opportunity to enhance my knowledge and skills while also supporting your team.

I am available for an internship starting from [start date] and am flexible with working hours. I am keen to learn from your experienced professionals and contribute positively to your ongoing projects.

Attached is my resume for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your LinkedIn Profile (if applicable)]